# XE – EXPENDITURE REFUND ADJUSTMENT TRANSACTION

## TABLE OF CONTENTS
## XE – EXPENDITURE REFUND



## FIGURE TABLE OF CONTENTS



**ICONS**

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:

△ = Explanation

? = Decision

▶ = Procedural Steps

# I. Overview

**Expenditure Refund (XE) Overview**

The expenditure refund (XE) transaction is a user entered document that allows a department to put money paid in error back into the appropriation. The XE operates in tandem with a Payroll Refund Receipt Voucher. The XE will adjust both the accounting information in MMARS and labor history in PCRS.

**When to Perform An XE**

An XE transaction, along with a Payroll Refund Receipt Voucher (Figure 1), needs to be completed any time money has been returned. Specifically:

- Payment has been processed. The department has discovered the error and intercepts the check or requests a direct deposit reversal from Treasury.
- The employee returns some money even if s/he is on payroll.
  *(EX.: Included in the employee's normal pay was a $1000 bonus given by mistake.)*
- A terminated employee was paid in error. S/he returns all the money.
  *NOTE: The department is responsible for performing the XE adjustment transaction in PCRS. The Payroll Department at CTR will enter the adjustment in HRCMS.*

Please refer to the *Payroll Expenditure Policy Manual* for the complete payroll accounting policy.

**When NOT to Perform An XE**

As long as an employee is being paid, money can be recovered via prior period adjustments (PPA's) in HRCMS. This eliminates the need for departments to get money back from the employee. With PPA's:

- Input of adjustments in HRCMS will result in the next payroll reflecting the adjustment.
- PCRS labor history will reflect the net adjusted payroll.
- MMARS is updated with the same adjustment to expenditures.

## I. Overview

**Comptroller Review Process for the XE**

Payroll expenditure refunds (XE’s) require intervention from:

- State Retirement Board
- Department of Treasury (TRE)
- Office of the State Comptroller (CTR), Accounting and Payroll Bureaus3

Due to this intervention, all expenditure refunds (XE's) without errors automatically go to a PEND status when edited online in PCRS.

**Payroll Refund Receipt Voucher**

When departments enter a payroll expenditure refund (XE) in PCRS, it is imperative to correct the employee's retirement contributions and year-to-date tax totals. Tax reporting adjustments for TRE and retirement adjustments for the State Retirement Board are corrected from information the department records on a Payroll Refund Receipt Voucher. (Refer to Figure 1 for a sample of the Voucher.) The Comptroller’s Office will correct the year-to-date balances.

Once departments enter the payroll XE in PCRS, they need to complete the Payroll Refund Receipt Voucher and forward a screen print of the XE and three copies of the Refund Receipt Voucher to the State Retirement Board. The State Retirement Board will: (1) make the necessary adjustments to the employee's retirement contribution totals, and (2) forward the documents to the Treasurer's office. (Please refer to MMARS Memo #296 [Figure 2] for cash deposit/banking instructions.) Treasury will notify the Comptroller's Accounting Bureau when they receive the cash. Accounting will review the XE documents and approve the XE online.

## II. Adding AN XE Transaction

```
Enter a selection or press <PF12> for main menu.

VADJTM00  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress    9/26/2000
CTRAEY                 Adjustments Subsystem Menu                      1:21 PM
-----------------------------------------------------------------------------

  Doc-Id Number : 1270001

  Selection: AXE (A Add , M Modify, V View)+ Transaction Type, L for Inquiry List

                    Holding File Inquiry List  Status: _____
                    XF - Insufficient Funds Correction
                    XD - Payroll Data Correction
                    XA - Expenditure Correction
                     XE - Expenditure Refund
                    XC - Prior Year Refund
                    XU - User/Sect; Earn Code/Hours

  Dept: XYZ  Org: 1000                    Pay Period End Date: 08 19 2000
                                                         SSN: 200 32 0032
                                                 Employee ID: ___________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help        Exit                                    Prior             Menu
```

*Adjustments Subsystem Menu screen*

**Adding an XE Transaction**

In the Adjustments Subsystem Menu screen, complete the following fields:

DOC – ID FIELD

The first four (4) characters of the Doc-Id Number field are pre-filled with the last number of the fiscal year and the Julian date. This field can be changed to meet your department's needs by simply overwriting the characters that are inferred. If you decide to leave the 4 pre-filled characters in place (BFY & Julian date), you need to **fill in the remaining three (3) characters of the Doc-Id** with a sequential number, e.g., 001, 002, 003, etc., or some other code that meets your department's needs.

SELECTION FIELD

In the **Selection Field** type **<A>** for ADD and **<XE>** to identify the transaction code to be entered, in this case, an expenditure refund.

## II. Adding An XE Transaction

DEPT AND ORG FIELDS

At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

PAY PERIOD END DATE FIELD

The **Pay Period End Date** is pre-filled with the most recent Saturday pay period ending date for which payroll was processed. This field is modifiable to accommodate the user's needs.

- Enter the **Pay Period End Date** (Saturday period ending date) that the XE is for. It must be from the current fiscal year.

  *Note: Since an expenditure refund can span several pay periods, it is possible that several XE's will need to be processed to complete the total refund.*

SSN AND EMPLOYEE ID FIELDS

- Enter the employee's **Social Security Number** in the **SSN** field or **Employee ID** in the **Employee ID** field. The system will retrieve that employee's labor distribution record for the designated pay period end date.

- Press **<ENTER>.**

## II. Adding An XE Transaction

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                     Maintain Adjustments                         1:37 PM
                     Expenditure Refund Document (XE)
                           Select Labor History

  Name: Smith, John         SSN: 200-32-0032    Empl Id: PCRS2003
   Refund  Dpt Approp/ Sub Fund Org/  Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- ----
           XYZ 75040100 AA     1000    A01                            ECCC
  _________ Amt:   1770.00 Etyp: REG  Lock:                      Pos: 00222003
           XYZ 75040100 AA     1000    A08
  _________ Amt:     70.80 Etyp: OTS  Lock:                      Pos: 00222003
           XYZ 75040101 AA     1000    A01
  _________ Amt:   1180.00 Etyp: REG  Lock:                      Pos: 00222003
           XYZ 75040101 AA     1000    A08
  _________ Amt:     47.20 Etyp: OTS  Lock:                      Pos: 00222003

  _________ Amt:           Etyp:      Lock:                      Pos:

  _________ Amt:           Etyp:      Lock:                      Pos:
  Enter-----------------------PF8-------------------------------------PF12-
  Done                        Frwd                                     Cncl
```

*Maintain Adjustments Expenditures Refund Document (XE) screen with Select Labor History Pop-Up Window*

*NOTE: If there is no Employee ID for an individual labor history, the message "No ID Found" will appear where the Employee ID would appear.*

△ ?

The usual processing of an XE is a refund for the total dollars paid to an employee during one pay period. However, you have the ability to enter a refund amount for any value up to this amount. This is done through the step referred to as "tagging" labor history.

## II. Adding An XE Transaction

**Tagging Labor History for an XE Document**

SUBSYSTEM MENU – SSN OR EMPLOYEE ID ENTERED

If you entered the employee's Social Security Number or Employee ID in the Adjustments Subsystem Menu screen, you will be presented with a pop-up window when you first enter the XE document. This window shows that employee's labor history record for the given pay period. (Please refer to previous screen for an example.)

SUBSYSTEM MENU – SSN OR EMPLOYEE ID **NOT** ENTERED

If you did not enter the employee's Social Security Number or Employee ID in the Adjustments Subsystem Menu screen:

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
 CTRAEY                      Maintain Adjustments                        1:31 PM
                      Expenditure Refund Document (XE)
 ------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status: HD
 Pay Prd End: 08 19 2000       Acctg Prd : __ ____     Budget FY: ____
 Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:
 Batch-ID   :                 Bank Code : ____        Cash Acct:        ERType: 2
 Original ID: ________________
      Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
      --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
           Payee Code              Description              Line Amount    I/D
        -------------   -----------------------------   ---------------  ---
  01
        200320032       ______________________________
  02
        _________       ______________________________
  03
        _________       ______________________________
  -     -                                   -     -
   -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

1. **<TAB>** down to the **Payee Code** (Social Security Number field) in the XE document.
2. Enter employee’s Social Security Number.
3. Press **<F6>** or **<Alt> and <6>.**

## II. Adding An XE Transaction

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                      Maintain Adjustments                        1:37 PM
                      Expenditure Refund Document (XE)
                            Select Labor History

  Name: Smith, John         SSN: 200-32-0032    Empl Id: PCRS2003
   Refund  Dpt Approp/ Sub Fund Org/  Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- ----
           XYZ 75040100 AA     1000    A01                           ECCC
  _________ Amt:   1770.00 Etyp: REG  Lock:                     Pos: 00222003
           XYZ 75040100 AA     1000    A08
  70.80____ Amt:     70.80 Etyp: OTS  Lock:                     Pos: 00222003
           XYZ 75040101 AA     1000    A01
  _________ Amt:   1180.00 Etyp: REG  Lock:                     Pos: 00222003
           XYZ 75040101 AA     1000    A08
  _________ Amt:     47.20 Etyp: OTS  Lock:                     Pos: 00222003

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:
  Enter-----------------------PF8------------------------------------PF12-
  Done                         Frwd                                   Cncl
```

*Note: Tagging labor history is a required function in the XE. It is used to process a refund for amounts less than or equal to the total amount earned for that pay period.*

If the employee has numerous earnings codes for a given pay period, they will be listed separately in this window.

1. Select the earnings codes you wish to post the refund to.
2. Enter the dollar amount in the **Refund** field. Refund amount is **required** to process the XE.
3. Press **<ENTER>.**

## II. Adding An XE Transaction

**Posting Refunds to Different Earnings Codes**

You can post refund amounts to more than one (1) earnings code for an employee in one (1) XE document. Refund amounts with the same object code can be tagged and combined on one (1) increase line. Refund amounts with different object codes must be tagged to additional increase lines in the XE document.

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                       Maintain Adjustments                      2:02 PM
                       Expenditure Refund Document (XE)
--------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status:
Pay Prd End: 08 19 2000       Acctg Prd : __ ____     Budget FY: ____
Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:          70.80
Batch-ID   :                  Bank Code : ____       Cash Acct:       ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description               Line Amount    I/D
        --------------   -----------------------------   ---------------  ---
01 XYZ 75040100 AA     1000    A08
        200320032 SMIT    ______________________________            70.80 I
02
        200320032         ______________________________
03
        _________         ______________________________
  -     -                                    -     -
  -     -                                    -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

To add additional increase lines the XE must be in HOLD status.

1. **<TAB>** down to the Payee Code field.
2. On the second line, enter the employee's Social Security Number.
3. Press **<F6>** or **<Alt> and <6>.**

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
 CTRAEY                       Maintain Adjustments                     2:02 PM
                       Expenditure Refund Document (XE)
                             Select Labor History

  Name: Smith, John          SSN: 200-32-0032    Empl Id: PCRS2003
   Refund  Dpt Approp/ Sub Fund Org/  Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- ----
           XYZ 75040100 AA     1000    A01                         ECCC
  1770_____  Amt:   1770.00  Etyp: REG  Lock:                     Pos: 00222003
           XYZ 75040100 AA     1000    A08
  ____70.80  Amt:     70.80  Etyp: OTS  Lock: XEXYZ1000127000101  Pos: 00222003
           XYZ 75040101 AA     1000    A01
  _________  Amt:   1180.00  Etyp: REG  Lock:                     Pos: 00222003
           XYZ 75040101 AA     1000    A08
  _________  Amt:     47.20  Etyp: OTS  Lock:                     Pos: 00222003

  _________  Amt:            Etyp:      Lock:                     Pos:

  _________  Amt:            Etyp:      Lock:                     Pos:
  Enter-----------------------PF8------------------------------------PF12-
  Done                        Frwd                                   Cncl
```

## II. Adding An XE Transaction

4. Select the labor history you wish to post the refund amount to and enter dollar amount in the **Refund** field.

5. Press **<ENTER>.**
   *Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                       Maintain Adjustments                      2:06 PM
                       Expenditure Refund Document (XE)
-------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _   Status:
Pay Prd End: 08 19 2000       Acctg Prd : __ ____    Budget FY: ____
Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:         1840.80
Batch-ID   :                  Bank Code : ____       Cash Acct:        ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description            Line Amount    I/D
        --------------  ------------------------------  ---------------  ---
01 XYZ 75040100 AA     1000    A08
        200320032 SMIT    ______________________________           70.80 I
02 XYZ 75040100 AA     1000    A01                             ECCC
        200320032 SMIT    ______________________________         1770.00 I
03
        _________         ______________________________
  -     -                                      -     -
  -     -                                      -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

The refund dollar figure appears in the **Doc Total** and **Line Amount** fields. The dollar figure in the line amount field is the amount to be refunded.

## II. Adding An XE Transaction

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                        Maintain Adjustments                     2:06 PM
                       Expenditure Refund Document (XE)
-------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _          PCRS Over: _   Status:
Pay Prd End: 08 19 2000       Acctg Prd : __ ____     Budget FY: 2001
Document ID: XEXYZ01270001 Date      : 09 26 2000 Doc Total:         1840.80
Batch-ID   :                  Bank Code : 9999       Cash Acct:       ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description             Line Amount    I/D
        -------------   -----------------------------   ---------------  ---
01 XYZ   75040100 AA     1000    A08
        200320032 SMIT   ______________________________          70.80 I
02 XYZ 75040100 AA     1000    A01                         ECCC
        200320032 SMIT   ______________________________        1770.00 I
03
        _________        ______________________________
  -     -                                   -     -
  -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

*Maintain Adjustments Expenditure Refund Document screen After Tagging Labor History*

**Required XE Header Fields**

In the XE Document Header Line, enter the **Current Budget Fiscal Year** and <9999> in the **Bank Code** field. These fields are required. You are now ready to edit the document for errors.

*NOTE: The Bank Code is always 9999.*

## III. Editing the XE Document

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                     Maintain Adjustments                        2:06 PM
                       Expenditure Refund Document (XE)
-------------------------------------------------------------------------------
Edit/Proc  : P  Approval: _   MMARS Over: _         PCRS Over: _   Status:
Pay Prd End: 08 19 2000       Acctg Prd : __ ____    Budget FY: 2001
Document ID: XEXYZ01270001 Date      : 09 26 2000 Doc Total:        1840.80
Batch-ID   :                  Bank Code : 9999       Cash Acct:       ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description            Line Amount    I/D
        --------------   ------------------------------   ---------------  ---
01 XYZ   75040100 AA     1000    A08
        200320032 SMIT   ______________________________              70.80 I
02 XYZ 75040100 AA     1000    A01                            ECCC
        200320032 SMIT   ______________________________            1770.00 I
03
        _________        ______________________________
  -     -                                    -     -
  -     -                                    -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior            Menu
```

*Maintain Adjustments Expenditure Refund Document screen After Tagging Labor History*

**Editing the XE Document**

1. In the Edit/Proc field, enter either a **<P>** (transaction not scheduled**)**
   OR
   an **<O>** (transaction scheduled for nightly batch cycle).

   Both the <P> and the <O> will invoke PCRS edits and put the document in a PEND status.

2. Press **<ENTER>**.

If the XE document passes all PCRS edits, it will go to a PEND status for Comptroller's review.

## III. Editing the XE Document

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                       Maintain Adjustments                      2:21 PM
                       Expenditure Refund Document (XE)
-------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _    Status: PN
Pay Prd End: 08 19 2000       Acctg Prd : __ ____    Budget FY: 2001
Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:         1840.80
Batch-ID   :                  Bank Code : 9999       Cash Acct: 0102   ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description             Line Amount    I/D
        --------------   ------------------------------   ---------------  ---
01 XYZ 75040100 AA     1000    A08
        200320032 SMIT   ______________________________              70.80 I
02 XYZ 75040100 AA     1000    A01                           ECCC
        200320032 SMIT   ______________________________            1770.00 I
03
        _________        ______________________________
**-*****-Document ready for approval        -     -
  -     -                                  -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

**Releasing Labor History Tags**

You have the ability to release labor history tags from an adjustment transaction. When you release tags, it unlocks the specific labor history that you tagged in the document and saves any data entered on the increase/decrease lines. Putting an **"R"** in the **Edit/Proc** field and pressing **<ENTER>** will release tagged labor history for that document and put it in a HOLDR (document held, tagged labor history removed) status.

## IV. Modifying the XE Document

**Modifying An XE Transaction**

Based on security, the user has the ability to modify an XE transaction in the PCRS Holding File if it has not been processed to a **DONE** status. First put the document in HOLD status. When modifying an XE, you must enter the same Doc-Id number, Department and Organization as the original XE.

In the Adjustments Subsystem Menu, complete the following fields:

DOC-ID

- In the **Doc-Id** field, enter the seven (7) character doc-id number needing modification.

SELECTION

- In the **Selection** field, type **<MXE>** (Modify XE).

DEPT AND ORG

- **Dept** and **Org** fields (bottom left of the screen) are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

- Press **<ENTER>.**

## IV. Modifying the XE Document

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                       Maintain Adjustments                      2:26 PM
                       Expenditure Refund Document (XE)
-------------------------------------------------------------------------------
Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _     Status: HD
Pay Prd End: 08 19 2000        Acctg Prd : __ ____    Budget FY: 2001
Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:         1840.80
Batch-ID   :                  Bank Code : 9999       Cash Acct: 0102   ERType:
Original ID: ________________
     Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
     --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
          Payee Code              Description             Line Amount    I/D
        --------------   ------------------------------   ---------------  ---
01 XYZ 75040100 AA     1000    A08
        200320032 SMIT   ______________________________              70.80 I
02 XYZ 75040100 AA     1000    A01                           ECCC
        200320032 SMIT   ______________________________            1770.00 I
03
        _________        ______________________________
  -     -                                   -     -
  -     -                                   -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

*Maintain Adjustments Expenditure Refund Document (XE) screen*

1. Place the cursor anywhere on the **Increase** line being modified.
2. Press **<F6>** or **<Alt> and <6>** (**Selct/**Select Labor History).

## IV. Modifying the XE Document

*Response:*

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
CTRAEY                       Maintain Adjustments                      2:26 PM
                       Expenditure Refund Document (XE)
                             Select Labor History

  Name: Smith, John          SSN: 200-32-0032    Empl Id: PCRS2003
   Refund  Dpt Approp/ Sub Fund Org/  Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
  -------- --- ----------- ---- ------- ------ ---- -- ---------- ---- ----
           XYZ 75040100 AA     1000    A01                          ECCC
  __1000.00 Amt:   1770.00 Etyp: REG  Lock: XEXYZ1000127000102  Pos: 00222003
           XYZ 75040100 AA     1000    A08
  ____70.80 Amt:     70.80 Etyp: OTS  Lock: XEXYZ1000127000101  Pos: 00222003
           XYZ 75040101 AA     1000    A01
  _________ Amt:   1180.00 Etyp: REG  Lock:                     Pos: 00222003
           XYZ 75040101 AA     1000    A08
  _________ Amt:     47.20 Etyp: OTS  Lock:                     Pos: 00222003

  _________ Amt:           Etyp:      Lock:                     Pos:

  _________ Amt:           Etyp:      Lock:                     Pos:
  Enter-----------------------PF8------------------------------------PF12-
  Done                        Frwd                                    Cncl
```

*Maintain Adjustments Expenditure Refund Document (XE) screen*
*Pop-Up Window*

*NOTE: This pop-up screen lists the chosen employee's labor history and refund amount for the given pay period. This is the screen where you can modify the XE refund amount.*

1. **<TAB>** to the Refund line to be modified.

2. Enter the correct amount (e.g. $1000 for object code A01).

3. Press **<ENTER>.**

The Maintain Adjustments Expenditure Refund Document (XE) screen without the Pop-Up window returns. The new total refund dollar figure for this employee's labor history record will be listed in the Doc Total and Line Amount fields.

## IV. Modifying the XE Document

```
VADJTM05  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress     9/26/2000
 CTRAEY                       Maintain Adjustments                      2:30 PM
                       Expenditure Refund Document (XE)
 ------------------------------------------------------------------------------
 Edit/Proc  : _  Approval: _   MMARS Over: _         PCRS Over: _   Status: HD
 Pay Prd End: 08 19 2000       Acctg Prd : __ ____    Budget FY: 2001
 Document ID: XEXYZ10001270001 Date      : 09 26 2000 Doc Total:         1070.80
Batch-ID   :                  Bank Code : 9999       Cash Acct: 0102   ERType:
 Original ID: ________________
      Dpt  Approp  Sub Fund Org/  Sb  Obj/Sb  Prog Ty Prj/Cl/Grc  Actv Rptg
      --- -------- --- ---- -------  ------  ---- -- ----------  ---- ----
           Payee Code              Description              Line Amount    I/D
         -------------   ----------------------------   --------------  ---
  01 XYZ 75040100 AA     1000    A08
         200320032 SMIT   ______________________________           70.80 I
  02 XYZ 75040100 AA     1000    A01                          ECCC
         200320032 SMIT   ______________________________         1000.00 I
  03
         _________        ______________________________
  -     -                                  -     -
   -     -                                  -     -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back  Frwd  Prior             Menu
```

1. Re-edit the document by placing the cursor in the **Edit/Proc** field.

2. Enter either a **<P**> to invoke PCRS edits only or an **<O>** to invoke PCRS edits and put the document in a PEND status.

3. Press **<ENTER>**.

Any PCRS errors will appear one at a time at the top of the screen. Depending on security clearance, errors can be corrected by changing the “I” line. If there are no errors, the Adjustments Subsystem Menu screen appears.

Once the XE is in PEND status, it requires approval from the Comptroller's Accounting Bureau before it can be scheduled for batch processing.

Figure 1
Payroll Refund Receipt Voucher

5 Form CD-29A 15M-11-79-152357

AGENCY OR INSTITUTION

# The Commonwealth of Massachusetts
# PAYROLL REFUND RECEIPTS VOUCHER

To the Treasurer and Receiver-General:
I hereby certify under the penalties of perjury that from ..................19.......to..................19 collections, on account of overpayments, have been made from employees in the amount of (col. 3) ..................
New checks should be issued to these employees as indicated (col. 4)..................
Net Collections from Employees (col. 5) ..................
The amounts credited to the following funds because of the over-payments should be cancelled, and you are authorized to charge the funds in the amounts shown:
State Employees' Annuities Fund (col. 6) ..................
Federal Withholding Tax Fund (col. 7) ..................
State Withholding Tax Fund (col. 8) ..................
Total Refund (col. 9) to be credited as indicated below ..................

Signed..................
Agency Head or Authorized Agent

TIME STAMP

Spending Agency ..................

Agency Voucher No. ..................
Fund ..................
Receipt Account No. ..................
Account Name ..................

Checks ______
Cash ______
Total (col. 3) ______

| (1) FROM WHOM RECEIVED | (2) EXPLANATION | (3) AMOUNT RECEIVED | (4) NEW CHECKS DUE EMPLOYEES | REFUND (5) NET FROM EMPLOYEES (3) MINUS (4) | (6) CHARGE ANNUITIES FUND | (7) CHARGE FEDERAL W/T FUND | (8) CHARGE STATE W/T FUND | (9) TOTAL REFUND (5) + (6) + (7) + (8) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

CREDIT ACTIVITY ACCOUNT ______ OBJECT CODE ______ $______
______ ______ $______
______ ______ $______
CREDIT RECEIPT ACCOUNT ______ MISC. INCOME $______

Figure 2
MMARS Memo #296

*The Commonwealth of Massachusetts*
*Office of the Comptroller*
*One Ashburton Place, Room 901*
*Boston, Massachusetts 02108*

MARTIN J. BENISON
COMPTROLLER

Phone: (617) 727-5000
Fax: (617) 727-2163
www.state.ma.us/osc/osc.htm

To: Chief Fiscal Officers, MMARS Liaisons

From: Martin Benison, Comptroller

Date: April 21, 2000

Re: Procedure for Using Bank Sweep Accounts for Deposits MMARS Memo #296

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**I. GENERAL**

This memo replaces MMARS Memo #227 concerning the processing of:

1. Non-Payroll Expenditure Refunds (ER)
2. Contract Backout Refunds (CB)
3. Advance Returns (AR)
4. PCRS Expenditure Payroll Refunds (XE)
5. PCRS Prior Year Payroll Refunds (XC)
6. Cash Transfers (CT) to Fund 100 (Federal Grant Fund).

This memo is divided into four additional sections: II. Depositing Checks/Sweep Accounts; III. Non-Payroll ER, CB, AR transactions; IV. Payroll XE and XC transactions; and V. CT transactions.

## II. DEPOSITING CHECKS/SWEEP ACCOUNTS

Receipts and checks associated with ER's, CB's, AR's, PCRS XE's, and PCRS XC's should be deposited in the departmental sweep account. This account is usually associated with a revenue budget in MMARS Fund 699. Checks should not be forwarded to the Treasurer's office.

## III. NON-PAYROLL ER, CB, AND AR TRANSACTIONS

For non-payroll ER, CB, and AR transactions, complete the following paperwork and forward to the Treasurer:

1. A copy of the deposit transaction.

2. A memo stating:
   - Date of deposit
   - Total amount of deposit
   - Name and branch of bank
   - Bank account number

3. A negative cash deposit form (CD) with the following sweep deposit information:
   - Fund
   - Department
   - Org
   - Revenue Source
   - Amount of deposit

4. A copy of the MMARS ER, CB, or AR document.

Office of the State Treasurer
One Ashburton Place
12th Floor
Boston, MA 02108
ATTN.: Cash Management

## IV. PAYROLL XE AND XC TRANSACTIONS

For payroll XE, and XC transactions, complete the following paperwork and forward to the Retirement Board:

1. A negative cash deposit form (CD) with the following sweep deposit information:
   - Fund
   - Department
   - Org
   - Revenue Source
   - Amount of deposit

2. A signed screen copy of the PCRS adjustment transaction.
3. Three (3) copies of a Payroll Refund Receipt Voucher.

Retirement Board
One Ashburton Place
12th Floor
Boston, MA 02108

## V. CASH TRANSFER (CT) TO FUND 100 – FEDERAL GRANT FUND

The Cash Management Improvement Act eliminated the need for departments to process any transactions related to handling cash receipts from the Federal Government. Exceptions to this are:

1. Department receives check(s) from the Federal Government.
   When this happens, departments should:
   - Deposit the check(s) in the department's sweep account in Fund 699.
   - Enter a CT in MMARS.
   - Quick edit the document. (The only remaining error message should be "CT not allowed for fund 100".)
     Mail or fax a copy of the CT to the Comptroller's Office.

2. Transfer cash between accounts in Fund 100.
   When this happens, departments need to:
   - Enter a CT in MMARS.
   - Quick edit the document. (The only remaining error message should be "CT not allowed for fund 100".)
   - Compose a letter stating why the adjustment is necessary.
   - Mail or fax a copy of the CT and letter to the Comptroller's Office.
     NOTE: The Comptroller's Office will do the final CT processing.

Office of the Comptroller
One Ashburton Place
9th Floor
Boston, MA 02108
Fax: 617-727-2163

ATTN.: Bob McDonald